

Annual Report: Section Four
Snapshot of Issues Faced by FaDSS Families

Instructions

Definitions:

Known – is the number of families who have disclosed to the Specialist directly or through another documented source that the family has experienced this issue.

Suspected – is the number of families who have not disclosed the issue to the Specialist but the Specialist has observed indications or symptoms that the issue is or was present.

Total - is the sum of those known and suspected

Currently - this refers to whether these circumstances have occurred at any time during the program year for which the information is gathered.

Past – this refers to circumstances that occurred prior to the program year for which the information is gathered.

Program Year – July 1 to June 30

The Snapshot of Issues form is to be submitted as part of your Annual Report, due on September 1 of each year. Each grantee is to submit one form that summarizes these issues for all families that you served in the FaDSS program during the program year.

You can only count a family one time per category/issue. For instance, you have a family that you have served where both adults were sexually abused as children. You would count that as “one” not “two.” This is a household count not an individual count. If a family reenrolls during the same fiscal year complete snapshot information only updating the information that is new for the snapshot, (there is a new barrier not previously identified during the original enrollment). All other information on the snapshot will remain the same.

This information should be compiled by the FaDSS Specialist based on their knowledge of the family. FaDSS families are not to be questioned for gathering additional information.

Methods for completion:

- 1) You may have each specialist review their caseload list from the entire year and complete the snapshot for all the families they served during the program year at the end of the program year. This only works well if the Specialist has been employed the entire year with FaDSS.
- 2) You may also have each specialist complete this form for each family upon their exit from the FaDSS program throughout the program year. Each specialist would also complete a snapshot of each family currently in the program on June 30 as well.
- 3) You may also have your FaDSS Specialist complete the snapshot for each of the families they served prior to leaving your employment. Although family circumstances may change after their departure, it does give the new Specialist a starting point versus reviewing in detail every case file.
- 4) Some Grantees have developed a software tracking system that gathers this information from the specialists.

Many FaDSS grantees choose a method for completion that combines elements of the first three of these methods.

Please contact your assigned FaDSS Program Manager with questions.